



HISTORIC DISTRICT DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

When do I apply?

Historic Designation applications are due in the Planning and Development Department the third (3rd) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2nd) Monday of each month at 2:00PM in Council Chambers located on the second (2nd) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

What is an overlay district and how do I qualify?

City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts

"Designation of a structure, site or area by the City Council as "HSE", "HC", or "DD" is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property."

Criteria for Designation:

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

How is my property nominated for designation?

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the property owners representing fifty percent (50%) or more of the individual tracts, parcels or platted lots to be located within the boundaries of the proposed district, and fifty percent (50%) or more of the land area to be located within the boundaries of the proposed district. Two or more platted lots developed together shall be counted as one lot. Each vacant platted lot of sufficient size to be developed under the current zoning designation for the property shall be counted as one lot.

What types of overlay districts are there and how are they different?

Historic and Cultural Landmark District (HC)

1. Two or more structures or sites satisfy 3 or more of the above criteria.
2. The Landmarks Commission must approve new construction, additions, and other exterior changes to individual properties and to the district as a whole.
3. Individual properties can qualify for a 10 year tax freeze at the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.
4. Owners of at least 50 percent of the property area and 50 percent of the parcels must be in support of the designation.
5. When application is made for the designation of a historic district, the owners shall submit within 60 days of designation a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your district.

How will I know when the nomination will be heard?

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to each individual owner of the property within such district by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination (provided by applicant)
2. Proposed category of protection and criteria on which the nomination is based (provided by applicant)
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

What is permitted and not permitted on my property after a nomination is filed?

Stay of Actions After Nomination:

1. **Interim Controls.** The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. **HSE/HC Landmarks District.** All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. **Demolition Delay.** After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

How does the process work?

Step 1: Application guidelines

Upon submission of the completed application, you will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action. A completed application will consist of a description of the district, criteria for designation (for at least two properties), address and legal description for each property as well as the signatures of the owners of 50% of the area and 50% of the parcels, tracts or lots to be included in the district. All this information is indicated on the following form.

Step 2: Historic and Cultural Landmarks Commission Hearing

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission's public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

Step 3: Zoning Commission

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

Step 4: City Council Hearing

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

Step 5: Design Guidelines

Within 60 days of the designation, design guidelines must be submitted to the Landmarks Commission for the district. They should be based on the Secretary of the Interior's Standards. Either a lengthy written description of each structure or a photo and a brief description of each structure should be included as part of the guidelines. This is required to establish a baseline from which future design changes will be evaluated.

Historic and Cultural Landmarks Commission meeting dates and application deadlines:

<i>2016 HCLC Meeting Dates</i>	<i>Application Deadline</i>
January 9.....	December 19
February 13.....	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12.....	May 15
July 10.....	June 19
August 14.....	July 17
September 11.....	August 21
October 9.....	September 18
November 13.....	October 16
December 11.....	November 20



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HISTORIC PROPERTY

Historic or Common Name (if any): _____

Streets & Number Ranges: _____

City: _____ State: _____ Zip Code: _____

Number of Contributing Properties: _____ Number of non-Contributing Properties: _____

Verbal Description of Boundaries: _____

ADDITIONAL DOCUMENTATION INCLUDED:

____ Maps

____ Site Plan

____ Photographs

____ Other: _____

CRITERIA FOR DESIGNATION

1. Distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States.
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth.
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth.
4. Embodies elements of architectural design, detail, materials or craftsmanship, which represent a significant architectural innovation
5. Bears an important and significant relationship to other distinctive structures, sites, or areas, either as an important collection of properties or architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to the plan based on architectural, historic or cultural motif.
6. Possesses significant archeological value that has produced or is likely to produce data affecting theories of historic or prehistoric interest.
7. Is the site of a significant historic event.
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States.
9. Represents a resource, whether natural or man-made, that greatly contributes to the character or image of a defined neighborhood or community area.
10. Is designated as a Recorded Texas Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

Use a separate piece of paper to discuss how the proposed district meets each selected Criterion with special emphasis on how two of the properties meet at least three of the ten Criteria.

NOMINATION

For designation as Historic and Cultural Landmark, two properties must meet 3 of 10 Criteria for Designation.

PROPERTY OWNERS OF AT LEAST 50% OF THE AREA AND 50% OF THE INDIVIDUAL TRACTS, PARCELS OR PLATTED LOTS INCLUDED IN THE PROPOSED DISTRICT MUST SUPPORT THE NOMINATION.

The following properties are nominated for designation as a Historic and Cultural District (provide a general description of the area in the space below. Continue on a separate sheet if necessary.

DESCRIPTION OF THE DISTRICT PROPOSED FOR NOMINATION

Must include a brief discussion of the history and physical characteristics of the proposed district that make it eligible for designation. Please discuss how the property meets each selected Criterion. It is recommended that each Criterion be addressed individually. Continue on a separate sheet if necessary.

SIGNATURE OF PROPERTY OWNER

Please complete for each property in the proposed district. The property owner must sign the acknowledgment statement for each property. (This form may be reproduced.)

Owner's Name _____

Telephone _____

Street address: _____

City _____

State _____

Zip _____

Agent's Name (if any) _____

Telephone _____

Street address: _____

City _____

State _____

Zip _____

___ Property is not subdivided according to the County Deed Records

Vol. _____, Page _____.

It is shown as Tract _____ of the _____ Survey, City Tax Records.

___ A metes and bounds description and a sketch map locating property so described are attached.

___ Property is subdivided as below described:

Subdivision name _____

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Total land area contained herein, not counting streets or alleys, is _____ acres/sq. ft.

Current zoning of this property: _____

Current use of this property:

___ Single Family Dwelling

___ Apartments

___ Duplex

___ Commercial

___ Industrial

___ Other: _____

I ___ support / ___ oppose the application to place a Historic and Cultural Overlay District on my property.

I understand the benefits and restrictions associated with the proposed designation including restrictions on demolition and rehabilitation. I also understand that a public hearing regarding the proposed designation will be held in front of Historic and Cultural Landmarks Commission. I am entitled to be heard at that time in support or opposition of the designation. In the event that I am dissatisfied with the decision of the Commission, I am entitled to appeal to City Council within 10 days of the Historic and Cultural Landmarks Commission hearing.

Signature of owner: _____

STAFF WILL COMPLETE FROM HERE DOWN

CERTIFICATION

Date application submitted: _____.

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic district designation ___meets / ___does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend / do not recommend these properties be approved for designation as Historic and Cultural Landmark District.

Signature of Certifying Official

Date

RECOMMENDATIONS

Recommendation by Historic and Cultural Landmarks Commission:

Date of Public Hearing: _____ ___ Approval ___ Denial

Decision is as follows: _____

Chairperson

Date

Recommendation by Zoning Commission:

Date of Public Hearing _____ ___ Approval ___ Denial

Decision by Fort Worth City Council:

Date of Public Hearing _____ ___ Approval ___ Denial